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BY-LAWS
of the
BOARD OF EDUCATION
for the
CITY OF TORONTO

Adopted April 26th, 1917



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BY-LAWS

of the

BOARD OF EDUCATION

for the

CITY OF TORONTO

The following are the By-laws and Regulations of the Board of Education for the City of Toronto:

THE INAUGURAL MEETING.

1. The first or inaugural meeting in each year shall be held at its usual place of meeting.

2. The presiding officer on taking the chair shall read the return of the City Clerk certifying as to the election of new members and the resolutions or certificates of appointment of the newly appointed members (if any), and call for and receive the certificate of the declarations of office.

3. The Board shall then proceed to the election of its Chairman, which shall be made without nominations and by open vote. The member receiving a majority of the votes cast shall be declared elected. Should no member receive a majority of the votes cast, subject to Section 17 of Chapter 269 of the Revised Statutes of Ontario, 1914, the name of the member receiving the smallest number of votes shall be dropped, and the Board shall proceed to vote anew and so continue until the Chairman is elected.

4. The Chairman, upon election, shall immediately take the chair, and the Board shall appoint a Committee of eight members, consisting of one (elected) member from each ward and one appointed member for the purpose of striking standing Committees for the year, constituted as follows:

- (1) Finance—The Chairman of the Management Committee, the Chairman of the Property Committee, and two other members.

- (2) Management—Eight members.
- (3) Property—Eight members.
- (4) Advisory Industrial—Six members of the Board and six other members appointed in accordance with the provisions of the Industrial Education Act, Revised Statutes of Ontario, Chapter 276, Section 6.
- (5) Advisory Commercial—Four members of the Board and four other members appointed in accordance with the provisions of the Industrial Education Act, Revised Statutes of Ontario, Chapter 276, Section 7.

The Chairman of the Board shall be *ex-officio* a member of all standing and special committees. After the appointment of such committees the Board shall adjourn for the space of fifteen minutes, and thereafter resume business, when the report of the said committee shall be presented for consideration and adoption.

5. The Board having dealt with the report of the said committee shall adjourn for fifteen minutes and each Standing Committee shall then be called to order by the Chairman of the Board, and shall elect its chairman for the ensuing year by open vote without nomination. The Board shall then resume its session.

MEETINGS OF THE BOARD.

6. Unless otherwise ordered by special motion, the regular meetings of the Board shall be held on the first and third Thursdays of each month, commencing at eight o'clock p.m. Should any such Thursday fall on a statutory or civic holiday, the Board shall meet on the evening of the following day at the same hour.

7. Special meetings of the Board shall be held on the call of the Chairman or on the written request of five members thereof. The written or printed notice of every special meeting shall state all business to be transacted or considered thereat, and no other business shall be considered unless all the members of the Board are present and agree.

8. As soon after the hour of meeting as there shall be a quorum present the Chairman shall take the chair and call the members to order.

9. Unless there be a quorum present within fifteen minutes after the time appointed for any meeting, the Secretary shall then record the names of the members present, and the Board shall stand adjourned.

10. The Board shall not remain in session later than 11 o'clock p.m., unless otherwise determined by a vote of two-thirds of the members present.

RULES OF ORDER.

11. Every report presented to the Board shall be considered in Committee of the Whole, before being adopted, unless otherwise determined by the vote of two-thirds of the members present.

12. Should it be necessary for the Chairman to leave the chair to take part in any debate or discussion or for any other reason he shall call upon one of the members to fill his place until he resumes it. Any member temporarily occupying the chair shall discharge all the duties and enjoy all the rights of the Chairman.

13. In case of the absence of the Chairman, the Secretary shall call the meeting to order, and a Chairman shall be chosen, who shall preside during such absence. In the event of the death or resignation of the Chairman during the year, the Board shall at its first regular meeting thereafter proceed to elect a Chairman for the remainder of the year in the manner hereinbefore prescribed for the election of the Chairman at the inaugural meeting.

14. If a member be called to order by the Chair, he shall take his seat, but afterwards may explain.

15. When the Chairman is called upon to decide a point of order or practice, he shall, before deciding, state the rule applicable to the case, without comment.

16. The ruling of the Chairman shall be final, subject only to an appeal to the Board, without debate.

17. Any member may demand the yeas and nays upon any question before the Chairman calls upon the members to vote upon the same, and thereupon the names of those who vote for and of those who vote against the motion shall

be entered upon the minutes. When yeas and nays have been duly demanded, the same shall be taken by the members rising in their places, yeas first, then nays, and they shall be counted in each instance commencing from the Chairman's left hand, and each member upon his name being called by the Chairman shall resume his seat. The record of the vote shall be taken by the Secretary, who shall hand the result to the Chairman to be announced by him to the Board.

18. Any member desiring to speak must rise in his place and address the chair. The chairman shall call the member by name and such member may then, but not before, proceed to speak.

19. No member while speaking shall be interrupted by another, except upon point of order. The member so interrupting shall confine himself strictly to stating the point of order.

20. No member shall speak longer than fifteen minutes on the same question without leave of the Board, nor shall any member, except in explanation, or to demand yeas and nays, speak more than once upon any question or motion. The mover, however, may have five minutes to reply.

21. A member of the Board at any stage of the debate, may require the question under discussion to be read, but not so as to interrupt the speaker.

22. The Secretary-Treasurer shall, one full day before each regular meeting of the Board, send to every member a printed "order paper" containing a brief notice of all such matters as may come regularly before such meeting, inserting in full all notices of motion.

23. No motion introducing new matter, other than matters of privilege, shall be taken into consideration at any regular meeting of the Board, except by a two-thirds vote of the members of the Board, unless notice of the proposer's intention to introduce such a motion has been given in writing to the Secretary-Treasurer four days at least before such meeting, for insertion in a printed "order paper," and among themselves such notices shall have precedence according to the time at which they are received by him.

24. Any question, when once decided by the Board at a regular meeting, shall not be again introduced during the year, unless otherwise determined by a vote of two-thirds of the members present.

25. No question properly referable to a Standing Committee shall be entertained by the Board until it has been considered and reported upon by such Committee, unless otherwise determined by a vote of two-thirds of the members present.

26. Every motion, except to adjourn, to lay on the table, or for the previous question, shall be put in writing, and seconded, before being submitted by the Chairman, and shall then be disposed of only by a vote of the Board, unless the mover, by permission of the Board, withdraws his motion.

27. Any member who has given notice of a motion may withdraw the same with the permission of the Board.

28. No member of the Board shall have more than one vote on any question, unless otherwise provided by Statute.

29. If, when a motion is reached, the mover be absent, or not disposed to proceed therewith, the same shall be placed last on the list of motions then before the Board.

30. The order of business shall be as follows:

- (1) Calling roll and noting members present.
- (2) Prayer.
- (3) Confirmation of minutes.
- (4) Reading communications, petitions, etc., to the Board and disposing of same, if not to be referred under By-law 44.
- (5) Presentation of reports.
- (6) Enquiries.
- (7) Notices of motion.
- (8) Consideration of reports.
- (9) Unfinished business from previous meetings.
- (10) Consideration of motions.
- (11) General business.

31. No variation in the foregoing order of business shall be permitted, unless otherwise determined by a vote of two-thirds of the members present, which vote shall be taken without debate.

32. When a question is under debate no motion shall be received, except:

- (1) To adjourn.
- (2) The previous question.
- (3) To lay on the table.
- (4) To postpone.
- (5) To commit.
- (6) To amend.

33. A motion to adjourn or to lay on the table shall be put without debate.

34. A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some other business shall have intervened.

35. A motion for commitment, until it is decided, shall preclude all amendment of the main question.

36. The previous question may be moved at any time when a motion or amendment is before the Chair, provided always that no member while actually speaking shall be interrupted for this purpose. Upon the previous question being moved, it shall be put by the Chairman, without debate, as follows: "Shall the question be now put?" If carried, the Chairman shall forthwith put the question upon the motion and amendments then before the Chair in the order in which the same are required to be put by these rules, and the same shall be voted upon and disposed of without further debate, and no other motion or amendment shall be entertained until the motion and amendments, in respect of which the previous question has been moved, shall be finally disposed of.

37. All amendments shall be put before the main motion and in the order reverse of that in which they are moved, except such as relate to the filling in of a blank as to time or amount, when the longest time and the largest sum shall determine the priority thereof; and every amendment submitted shall be in writing, and be decided or withdrawn, before the main question is put. Only one amendment shall be allowed to an amendment and a motion by way of amendment must be directly relevant to the main motion, and shall

propose some change in form or substance in the main motion or principal amendment.

38. When the question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately upon the request of three members.

39. No member shall speak to the question after it has been put by the Chairman, except to demand yeas and nays, nor shall any other motion be made until after the result is declared; and the decision of the Chairman as to whether the question has been put shall be conclusive.

40. Whenever the Chairman is of opinion that a motion presented is contrary to the By-laws and privileges of the Board, he shall so apprise the members, and quote the authority applicable to the case, without comment.

41. A report from the Committee of the Whole may be amended by the Board, before its adoption, without going again into Committee of the Whole for that purpose.

42. Whenever the Chairman declares the Board adjourned for want of a quorum the time of adjournment and the names of the members then present shall be recorded in the minutes.

43. A member on whose motion a Special Committee is appointed shall be a member of such committee and convener of its first meeting, at which the committee shall elect its chairman.

44. All petitions or communications on any subject within the cognizance of a Standing Committee, on presentation, shall be referred by the Chairman to the proper committee without motion; but the Board may, if so determined by a vote of two-thirds of the members present, immediately consider the same.

45. Should any contract, order, engagement, report, recommendation, instruction, nomination, claim, account or proceeding of any committee be reported against by the Finance Committee, on any of the grounds contained in Section 6, of By-law 65, the recommendation of the Finance Committee shall prevail, unless otherwise determined by a vote of two-thirds of the members present.

46. All reports involving the expenditure of money shall be submitted to the Finance Committee before presentation to the Board. The minutes of proceedings and reports of all other committees shall be furnished to the Finance Committee from time to time, if required. A summarized statement of all expenditure made, and estimated and ascertained liabilities of the previous month, shall be furnished by all other committees to the Finance Committee up to the end of the last day of such month, and at furthest not later than upon the fifth day of every month thereafter.

47. At all meetings of the Board or of the standing committees matters and questions which are not exclusively Public School questions shall have precedence.

48. The rules and practice of the Canadian House of Commons shall govern, so far as applicable, in all cases not provided for by these rules.

COMMITTEE OF THE WHOLE.

49. When the Board shall determine to go into Committee of the Whole, the Chairman shall name in alphabetical order the member who shall take the chair.

50. The rules of the Board shall be observed in Committee of the Whole, except the rules respecting the yeas and nays, and limiting the number of times of speaking and no motion for the previous question, for an adjournment, or to commit, shall be received.

51. A member may, at any time, move that the Committee rise to report progress, or to obtain the ruling of the Chair, with leave to sit again.

52. On motion to rise and report, the question shall be decided without debate.

53. It shall not be necessary to second any motion in Committee of the Whole.

54. Should any point of order, or other question proper for the ruling of its Chairman, arise during a sitting of the Committee of the Whole, the Chairman of the Committee, unless he is himself entitled as a member to vote upon the

matter under consideration, shall not rule upon such point or question, but the Committee shall rise, and the ruling of the Chairman of the Board upon such point or question shall be taken, after which the Committee shall resume its session.

COMMITTEES.

55. There shall be two separate order papers prepared for each Committee, on dealing with questions pertaining to Public Schools exclusively and the other dealing with all other questions.

56. All Committees shall report their recommendations to the Board in writing in accordance with the preceding section.

57. A minority of any Committee may have a minority report presented by the Chairman of the Committee in the same manner as the majority report is presented.

58. No Committee shall enter into any contract or agreement involving the payment of money to any amount exceeding \$100.00 until such contract or agreement has been approved of by the Board, but Committees shall have power in cases of emergency to expend an amount not exceeding \$200.00 and every such expenditure shall be especially reported to the Board at the following meeting thereof.

59. Provided, however, that in all cases in which the Superintendent of Buildings (or in the event of his absence or illness, his assistant) is satisfied that a contractor with the Board is not carrying on the works under his contract with such expedition and with such materials and workmanship as he deems proper, the said Superintendent (or his assistant in the event aforesaid) may, with the special consent of the property Committee, evidenced by a resolution thereof, or with the written consent of the Chairman of the Property Committee, give the contractor two days' notice in writing to supply such additional force or materials as, in the opinion of the Superintendent of Buildings (or his assistant in the event aforesaid) is necessary, and the contractor failing within the said two days to put on such additional force or to provide such material to the satisfaction of the

said Superintendent of Buildings (or his assistant in the event aforesaid), the Property Committee or the chairman thereof, upon the report of the Superintendent of Buildings (or his assistant in the event aforesaid), and without further notice to the Committee may dismiss the said contractor and employ other persons to finish the work, by day labor or by a lump sum, or otherwise, in the most expeditious manner, and in all such cases, it shall not be necessary that the contract or agreement (if any) for the finishing of the said work be approved by the Board, or that the tenders be called for, and the provision of By-laws 70, 71, 72, 73 and 74 shall not apply to such cases.

60. No Committee shall exceed for any purpose whatever the appropriation made to such Committee, nor shall a Committee, without approval of the Finance Committee, expend money appropriated to any one purpose, or any other work or service unless the Board by a two-thirds vote of the members present sanctions the same.

61. Reports of all Standing or Special Committees shall be printed before presentation to the Board, and shall contain the names of the members of such Committee present at the meetings at which such reports were adopted, and shall be signed by the Chairman, or Acting Chairman thereof, and if a meeting of any Committee is called, at which a quorum is not present, the Chairman, or in his absence the Secretary, shall report the fact to the Board at the next meeting with names of the members present.

62. One-half of the members constituting any Committee shall be a quorum, except when otherwise provided by Statute.

63. Special meetings of any Committee may be called by its Chairman and such Chairman, or in his absence, the Secretary shall call a special meeting of a Committee whenever requested in writing by a majority of the members thereof.

64. The business of the respective Standing and Special Committees shall be conducted under the following regulations:

(1) In absence of the Chairman one of the other members shall be elected to preside until the arrival of the Chairman.

(2) The Chairman shall sign all such orders and documents as the Committee may properly order.

(3) The minutes of all transactions of every Committee shall be accurately entered in a book provided for that purpose and at each meeting of the Committee the minutes of the preceding meeting shall be submitted for confirmation or amendment, and after approval shall be signed by the Chairman.

(4) Each minute so recorded shall have attached to it a progressive number for reference, and an analytical index shall be kept for each minute book.

(5) No order or authority shall be recognized as emanating from any Committee unless it is in writing, signed by the Chairman or Acting Chairman, or Secretary, and refers to the minute of the Committee under which it is issued.

STANDING COMMITTEES.

FINANCE COMMITTEE.

65. The Finance Committee shall—

(1) Meet on the Monday immediately preceding each regular meeting of the Board.

(2) Have the supervision of all the financial concerns of the Board, and report the condition of the various funds.

(3) Prepare a detailed statement in accordance with the statutes of the estimate of money required to be raised by the City Council for school purposes and report the same to the Board not later than the last regular meeting in February.

(4) Examine all bills and accounts presented in the reports of all Standing and Special Committees and report on same to the Board.

(5) Report to the Board yearly, not later than the first meeting in May, particulars of the existing insurance expiring during such year, and recommendations for the renewal thereof, giving names of companies and rates charged.

(6) Have power to report against any contract, order, engagement, report, recommendation, instruction, nomination, claim, account or proceeding involving the expenditure of money, in case the same shall:

(a) Not comply with the law, or with the By-laws of the Board.

(b) Exceed the appropriation made to the Committee reporting.

(c) Exceed the appropriation for the special work or service reported on.

(d) Require the expenditure of money beyond the estimate for the year for any work or service.

(7) Forbid the signing or delivery of any cheque or cheques, or of any security, or the payment of any money, if deemed expedient so to do, until the matter be further considered or be referred to the Board.

(8) Have the supervision of the Treasurer and officials in his department; of the books, accounts, documents, vouchers, money, debentures, and securities of the Board; see that all duties and services which ought to be performed by the Treasurer and officials in his department are performed, and advise the Treasurer when required, in all matters pertaining to his office.

(9) Regulate all matters connected with the receipt and payment of money; order the adoption of such regulations in connection therewith as may be deemed necessary for the prevention of any payment being made contrary to the By-laws, and generally manage the financial affairs of the Board.

(10) Consider all such matters as may be referred to it by the Board and report thereon.

(11) Cause a report to be furnished to the Board not later than the second meeting of the Board in every month, after the passage of the estimates.

(12) Have power to require from time to time from all Committees a summarized statement to the end of the previous month.

MANAGEMENT COMMITTEE.

66. The Management Committee shall:

(1) Meet on Wednesday of the week previous to each regular meeting of the Board.

(2) Have supervision over all applications for appointments, and recommend appointments, transfers and leave of absence of teachers, and have charge of the discipline of schools.

(3) Have power to suspend teachers for misconduct, and make temporary appointments in case of vacancies; but such action shall be reported to the Board for approval at the next meeting.

(4) Not later than the second regular meeting in February of each year present to the Board a report stating the various localities in which additional school accommodation is required.

(5) Make such recommendations and submit such regulations for the efficient management of the schools as may be deemed expedient, having regard to the arrangement of classes, the course of study and the order and decorum of the pupils.

(6) Consider such matters as may be referred to it by the Board, and report thereon.

(7) Supervise the course of study, discipline, progress, health, physical development and grading of pupils.

(8) Define the limits of each school district.

(9) Have charge of all printing.

(10) Provide and have charge of school books, maps, school and gymnasium apparatus, science apparatus and school and office supplies.

(11) Report the condition of all books and stationery and other supplies in use in the schools.

(12) Advertise for tenders for furnishing the schools and offices with books, stationery, fuel and other supplies, and recommend the acceptance of such tenders as may be considered most advantageous.

PROPERTY COMMITTEE.

67. The Property Committee shall:

(1) Meet on the Thursday immediately preceding each regular meeting of the Board.

(2) Have the general supervision of school buildings, school furniture, and the care and ornamentation of the school grounds.

(3) Report to the Board from time to time upon the expediency of purchasing or enlarging sites; erecting, altering, repairing, enlarging or improving any school buildings, or providing additional accommodation.

(4) Report to the Board recommendations for appointment of caretakers.

(5) Have charge of all matters connected with the heating and ventilation of schools and with furniture and fixtures.

(6) Make, in accordance with statutory provision, a detailed report in writing of the character and extent of the repairs and improvements recommended to be made during the current year to the school premises, and caretakers' residences.

(7) Consider such matters as may be referred to it by the Board and report thereon.

(8) Perform the duties conferred on it by By-law No. 59.

ADVISORY INDUSTRIAL COMMITTEE.

68. The Advisory Industrial Committee shall—

(1) Meet on the Tuesday immediately preceding the Management Committee, at 4.30 p.m.

(2) Have charge of the operation of any and all Technical Schools located within the jurisdiction of the Board of Education.

(3) Recommend to the Board the appointment of Principals, teachers, and other employees, necessary for the proper administration of the work of these schools.

(4) Prepare the estimate of expenditure for such schools, including salaries, equipment and maintenance from year to year, and submit the same to the Board not later than the first regular meeting in February in each year.

(5) Act in accordance with the Departmental Regulations and the Rules and By-laws of the Board of Education in all matters relating to supplies, buildings, equipment, repairs and all other details.

(6) Furnish the Board and the Department of Education with all regular and special reports which may be required at any time.

ADVISORY COMMERCIAL COMMITTEE.

69. The Advisory Commercial Committee shall—

(1) Meet on the second Friday after the first regular meeting of the Board, at 4.30 p.m.

(2) Have charge of the operation of any and all High Schools of Commerce located within the jurisdiction of the Board of Education.

(3) Be responsible, under the regulations of the Department of Education and the By-laws of the Board for the courses of study given in such schools in both day and evening classes.

(4) Recommend the appointment of Principals, teachers and assistants as may be required from time to time under the salary regulations adopted by the Board of Education.

(5) Provide estimates of expenditure from year to year and report the same to the Board not later than the first regular meeting in February in each year.

(6) Conform to the By-laws and regulations of the Board in procuring of supplies, making repairs and in all other details relating to the management of the school or schools under the care of this Committee.

MONEY APPROPRIATIONS, ACCOUNTS, EXPENDITURES, CONTRACTS AND IMPROVEMENTS.

70. All appropriations of money shall be submitted to the Board in Committee of the Whole unless otherwise determined by the Board before adoption.

71. Every contract with the Board shall be in writing, and when the amount exceeds two hundred dollars, and is less than four thousand dollars, the performance thereof shall be secured to the satisfaction of the Board by bond with two sureties who shall each become liable for one-half the amount of the contract and shall justify in such amount, or by a bond of a reliable guarantee company approved by the Finance Committee for the full amount of the contract; when the amount is greater than four thousand dollars the per-

formance thereof shall be secured by a bond of a reliable guarantee company approved by the Finance Committee for the full amount of the contract; when the amount is less than two hundred dollars, a bond may be taken if deemed advisable. But this by-law shall not apply to cases within the provisions of By-law 59.

72. No contract for an amount exceeding two hundred dollars shall be entered into by the Board until tenders have been called for, and no tender shall be considered unless accompanied by a cheque marked good by the bank on which the same is drawn, payable to the order of the Board, or a cash deposit, equal to five per cent. of the amount of the tender; and every such cheque or cash deposit shall, upon the tender or tenders being opened remain in the custody of the Board until the contract to which such tender relates is awarded, whereupon the cheques or deposits of the unsuccessful tenderers shall be returned to them, and those of the successful tenderer shall not be returned until after the execution of the contract and bond (if any required) has been certified to by the Board's Solicitor; and in all cases where a tender has been accepted and the party tendering fails to execute his contract and furnish the requisite bonds and sureties within seven days after notice to such party, the sum deposited shall be forfeited to the use of the Board, and also in cases where a tenderer withdraws his tender before the Property Committee and the Board have considered the same and finally awarded the contract, the amount of such deposit shall be forfeited to the Board. After the contract and bond have been properly executed, the cheque or cash deposit or amount thereof shall be returned to the successful tenderer. But this By-law shall not apply to cases within the provisions of By-law 59.

73. Prior to the passing of the annual estimates all proposals and reports to the Board recommending the expenditure of money shall be referred to and reported on by the Finance Committee before the Board can take action thereon; but after the passing of such estimates, all such proposals and reports to the Board recommending the expenditure of money for any purpose not provided for in the said estimate, shall

be adopted only on a vote of two-thirds of the members present at any Board meeting.

74. No work or improvements shall be authorized by the Board unless an estimate of the probable cost thereof be made, or in the absence of such estimate, the amount to be expended therefore be limited; and no contract shall be entered into for such work or improvement at any larger sum or involving a greater expenditure than the amount so estimated or limited, until funds therefor shall be reported by the Finance Committee to the Board.

75. When money is duly authorized to be expended for any purpose the amount to be expended shall be credited to an account to be opened for the object for which the money is voted, and all expenditure in respect thereof shall be charged to such account.

76. When all amounts properly chargeable against an account have been charged any balance remaining shall, on resolution of the Board, be transferred to an account to be called "Surplus Account."

OFFICERS OF THE BOARD.

77. The officers of the Board shall consist of the Chairman, and the following salaried officials: Secretary-Treasurer, Superintendent of Buildings, Superintendent of Supply Department, Solicitor, Chief Inspector and the Chairman of the Board of High School Principals, who shall hold office during the pleasure of the Board.

78. No officer shall be absent from duty except by permission of the Board, or the Chairman thereof.

79. The Board offices shall be open for the transaction of business from 9 a.m. to 5 p.m. and on Saturday from 9 a.m. to 12 noon.

DUTIES OF THE SECRETARY-TREASURER.

80. The Secretary-Treasurer shall—

(1) Attend all meetings of the Board and Committees thereof.

(2) Record the minutes of the proceedings of such meetings.

(3) Keep books of account showing the income, expenditure, assets and liabilities of the Board, and the state of its accounts with the City Treasurer.

(4) In conjunction with the Chairman of the Board, sign all requisitions and orders upon the City Treasurer, and all cheques.

(5) Notify each member of all meetings of the Board at least twenty-four hours previous to the time at which such meeting is to take place, by written or printed notice to be mailed or delivered to each member of the Board, at the place designated by him for receipt of notices.

(6) Notify each member of all meetings of the Committees to which such member may belong.

(7) Conduct the correspondence of the Board, except that pertaining to the duties of the other officers of the Board.

(8) Receive and classify all letters, accounts and other documents, and submit the same to the Board and proper Committees.

(9) Endorse and promptly submit for consideration and report every matter referred to any official or committee.

(10) Prepare and take charge of all reports except those of other officers of the Board.

(11) Make returns of salaries, prepare orders for payment, keep detailed accounts of all expenditure which may be necessary to show clearly from day to day the receipts and disbursements, and all other reckonings of every nature and kind connected with the financial transactions of the Board.

(12) Issue orders of the Board and Committees, and generally act under the authority of the Board, the Chairman, the Committees and Chairmen thereof, respectively.

(13) Deliver or mail copies of all reports to each member of the Board at least twenty-four hours prior to the meeting at which such reports are to be considered provided always, that this rule may be suspended in special cases by a two-thirds vote of the members present.

(14) Keep a book in which all orders of the Board and references to Committees, officers and employees, shall be regularly noted, with date of entry and time when each is to

be considered, or reported back, as the case may be, and present such book to the Chairman of the Board or Committee thereof, as the case may be.

(15) Report to the Finance Committee all matters relating to the financial operations of the Board.

(16) Give security as required by law, to the satisfaction of the Board, by the covenant and undertaking of a good and sufficient company or association, duly incorporated for granting bonds or suretyship for persons holding positions of trust, to an amount to be fixed by the Finance Committee.

(17) Act as custodian of all evidences of title deeds, mortgages, leases, bonds, agreements or other instruments relating to the property and rentals of the Board, and only allow the same to be taken from his office upon the order of the Board, or of the Chairman, or upon the requisition and receipt of the Solicitor, for use in any legal procedure, or upon an order of the Court.

(18) Act as custodian of all bonds and securities of fidelity given for the discharge of the duties of the officials and servants of the Board, save his own, which shall be deposited with the Solicitor.

(19) Make payments and disbursements according to the By-laws of the Board, or by statutory or other authority, and report to the Finance Committee or the Board when appropriations therefore are exhausted.

(20) Superintend the transactions of his department and of his subordinates, and duly compare, check and verify the entries of receipts and disbursements with the accounts and vouchers for the same, and with the books of the office.

(21) Prepare the accounts and transactions of his department for monthly audit by the City Auditors.

(22) Supply all information relative to the finances of the Board, and all other matters connected with his office, when required.

(23) Conform to all directions of the Finance Committee consistent with law and the By-laws of the Board.

(24) Superintend the preparation of the teachers' monthly time sheet and the reductions to be made on account of absence.

(25) Have charge of and prescribe the duties to be performed by the employees in his department.

(26) Perform such other duties as the Board may from time to time indicate.

DUTIES OF THE SUPERINTENDENT OF BUILDINGS.

81. The Superintendent of Buildings shall:

(1) Have full authority to appoint and dismiss Architects, Inspectors, Assistants, Clerks and other employees in this Department, and to conduct the whole work of the Department.

(2) Assume full responsibility for the administration of the Department in every detail in conjunction with the Property Committee of the Board.

(3) Attend all meetings of the Board and of the Property, Advisory Industrial and Advisory Commercial Committees and of any other Committee to which he may be summoned.

(4) Make an annual report for submission to the Board on or before the 15th day of March in each year, giving the values of the school buildings, sites and furniture of the Board, and the increase or depreciation in values thereof as compared with the previous year, the seating accommodation of each school, the condition of the seats and desks, the systems of heating and such other matters as should be reported.

(5) Report to the Property Committee from time to time locations and recommend the purchase of sites or enlargements of sites, where in his opinion such purchases should be made.

(6) Have, under the Property Committee, the care of the furniture of the schools, and see that all furniture supplied to the schools is strictly in accordance with the contract of purchase.

(7) Report in detail to the Property Committee on or before the first day of April in each year, the improvements and repairs which, in his opinion, should be undertaken by the Board during the year.

(8) Prepare all necessary plans and specifications and working drawings with proper tracings, estimates, etc., for all buildings of whatever kind to be erected by or for the Board, and also of the repairs ordered by the Board, including location of walks, playgrounds, yard planking, trees, shrubs, flower beds, etc., which plans shall be the exclusive property of the Board.

(9) Have charge of all contracts and construction work required for the installation of fixtures, machinery or apparatus to be secured to floors, walls and ceilings and requiring power for operation of same.

(10) Superintend all buildings in course of erection, visit them as often as may be deemed advisable, and see that all work and material conform strictly to contract.

(11) Report to the Property Committee from time to time the progress of buildings in course of erection, and as to whether, in respect to character and time, the same are being erected according to contract, as the case may be.

(12) Certify to all accounts passing through his office, and be responsible for the correctness thereof.

(13) Superintend all repairs ordered by the Property Committee.

(14) Have authority to order any small repairs requiring immediate attention, not involving an expenditure of more than fifty dollars, and report the same to the Property Committee at the next meeting thereof.

(15) Have charge, under the Property Committee, of all materials for repairs, superintend the distribution of the same, keeping a proper record thereof for each school, in books provided for the purpose.

(16) Have the supervision and control, under the direction of the Property Committee, of all caretakers employed by the Board, and report monthly, on or before the first day of each and every month, to the Finance Committee any and all increases or reductions of salary to be made on account of added duties or absence of caretakers, and certify the same.

(17) Have authority, with the approval of the Chairman of the Property Committee, to suspend any caretaker neglect-

ing duty, fill the vacancy, and report the same to the Property Committee at the next meeting thereof for action thereon.

(18) See that all buildings, grounds and other property of the Board in charge of caretakers are kept in proper and cleanly condition, and that the caretakers fulfil their duties in all respects according to the By-laws of the Board. Have monthly inspections made for this purpose and keep a record of such inspections and conditions found at the time of each visit in a book to be kept for that purpose.

(19) Issue permits for special use of buildings and grounds for such times and purposes as may be approved by the Committee or Board.

(20) Attend to the proper heating and ventilation of the schools, and to repairs in heating apparatus, furnaces, stoves, etc. Make smoke tests of plumbing from time to time as may be deemed necessary.

(21) Have charge, under the direction of the Property Committee, of all mechanics and laborers employed by the Board, and keep a record of their services as to the time employed, nature of work and quantity of the work done.

(22) Have charge of and prescribe the duties to be performed by the employees in his department, and perform the duties conferred upon him by By-law No. 59.

(23) See that no purchases of material required in his Department are made except by contract or upon his written order.

DUTIES OF THE SUPERINTENDENT OF THE SUPPLY DEPARTMENT.

82. This Department shall be under the jurisdiction of the Management Committee and shall be in charge of a Manager who shall be known as the Superintendent of the Supply Department, who shall:

(1) Have charge of and superintend under the direction of the Management Committee, the purchase and distribution of School and caretakers' supplies and requisites for all schools, and collect and receive from the various schools, books and supplies to be returned to the Board:

The supplies referred to above shall include the following:

Supplies for the Departments of Architecture, Machine Drawing and Design; Art and Design; Domestic and House-

hold Science; Domestic Art; Mathematics; Physics; Shop-work; Chemistry; Engineering; Business Technique; Commercial Industries; as well as the following supplies: Printing; Library; Plants, shrubs and bulbs; fuel; window shades; curtains and furnishings; hardware; all Caretakers' supplies; Office supplies; Gymnasium apparatus; Art Decorations and Lantern Slides; Art Models; Cadet uniforms; Maps; Globes; Flags and Bunting; Pianos; Medical and Dental Supplies and Equipment; Medals and Certificates; all Books, all school supplies, Manual Training Supplies and Equipment; all Laboratory Supplies; Fire Extinguishers; Ink; Supplies for Rinks, Games and Playgrounds; Express Work; all Supplies in connection with Telephones; Water Rates; Electricity, Light, Power and Lamps; Gas and the complete looking after of same; Automobile supplies, including the care and management of trucks, chauffeurs and assistants connected with the Supply Departmentt; all Sundry supplies.

(2) Submit an annual report to the Board, giving the values of all supplies on hand, particulars and values of the supplies distributed during the year, the supplies returned to his department during the year, and the estimated value thereof, and any other matters that he may think necessary for the information of the Board.

(3) Present reports to the Management Committee or other Committees as may be required; attend any Committee meeting to which he may be summoned and make recommendations in relation to his Department.

(4) Certify to all accounts passing through his office and be held responsible for the correctness of same.

(5) Approve of all requisitions for text books and other supplies.

(6) See that no purchases of material required in his department are made except by contract or upon his written order.

SOLICITOR.

83. The Solicitor shall—

(1) Attend all the meetings of the Board and Standing Committees to which he may be summoned.

(2) Attend to all legal matters required by the Board or Committees thereof.

AUDITORS.

84. The Auditors shall—

(1) Be the auditors for the time being in the employ of the Corporation of the City of Toronto.

(2) Audit monthly the accounts and transactions of the Board and also verify, attest and report yearly on the annual abstract and report of receipts and expenditures.

COLLEGIATE INSTITUTES, TECHNICAL SCHOOLS AND HIGH SCHOOL OF COMMERCE.

85. The Board of Principals—

(1) The Principal of each High School or Collegiate Institute, operating under the Board of Education, shall be a member of a consulting body to be known as a Board of High School Principals.

(2) This Board of Principals shall annually elect one of its members as a Presiding Officer who shall be known as the Chairman of the Board of High School Principals.

(3) It shall hold regular monthly meetings during each school term to consider all matters relating to management organization, equipment and all other interests affecting the efficiency of these schools.

(4) It shall consider all applications for appointment to the staff; recommend appointments and promotion of teachers to the Board of Education and plan for the general progress and welfare of these schools.

(5) The Chairman of the Board of High School Principals shall attend all meetings of the Management Committee and any other meetings of committees and of the Board to which he may be summoned for conference as the representative of the Board of High School Principals.

86. Principals and Assistants—

(1) Each Principal shall report to the School Management Committee at the first meeting in October the details of the organization of his school, including a list of the members of

his staff, with their qualifications and the distribution among them of the work of the various forms of the school.

(2) Each Principal shall report monthly to the School Management Committee the attendance of pupils (boys and girls separately) in each form of his school, and such other matters as the Committee or the Board may require from time to time.

(3) Each Principal shall keep an accurate record of the applications for admission to his school, with the date of each application; the sex, age, and address of the applicant; and the cause of non-admission when the application is refused.

(4) It shall be the duty of each Principal to collect all fees early in each term, to keep an accurate record of the amount of fees paid by each pupil, and on or before the first day of each month to report to the Secretary-Treasurer the amount of fees collected during the previous month, accompanied by a cheque for the amount of said fees, payable to his order.

(5) Each Principal shall keep an accurate record of the amount and character of supplies, apparatus and books in his school, and shall furnish to the Board at the close of each financial year an estimate of the probable requirements for the next succeeding year.

(6) It shall be the duty of the Principal of each school to determine the number of pupils in each form, the division of subjects among his assistants, and the order in which each subject shall be taken up by each pupil, and to make such promotions from one form to another as he may deem expedient.

(7) During the temporary absence of any assistant teacher from illness or other necessary cause, the Principal, with the approval of the Chairman of the Committee on School Management, or in his absence, the Chairman of the Board, may employ a substitute, at a rate of remuneration not to exceed five dollars per teaching day, until the next meeting of the Board or the resumption of work by the regular teacher.

(8) During the temporary absence of any Principal from illness or other necessary cause, the duties of the Principal-

ship shall devolve on one of the specialist assistants in the order of seniority of appointment, subject to the right of the Committee on School Management to adopt a different arrangement for reasons to be reported to the Board at its next meeting.

(9) Each teacher shall, unless he is allowed by the Principal, with the approval of the Committee on School Management to absent himself, spend all his time in school during school hours, except when leave of absence is obtained in the regular way.

(10) The school shall be kept open from 9 a.m. to 12 noon, and from 1.30 to 4 p.m., unless otherwise authorized by the Board, and each teacher shall be in his class-room or ready to do such hall duty as the Principal may prescribe, not less than ten minutes before the opening of each session in the day. Cases of failure to be on duty at the proper time shall be reported by the Principal to the School Management Committee.

(11) Whenever, in the opinion of the Principal and his staff, any pupil has ceased to profit by attendance at the school, or has, by persistent neglect of work or unsatisfactory conduct, made his further attendance undesirable, the Principal may suspend such pupil, if, after due notice to his parent or guardian, he is not withdrawn from the school.

(12) The Principal of each school shall, in admitting pupils, limit the number on his roll to an average attendance of thirty for each member of his teaching staff, including himself, and this limit shall not be exceeded in any case unless with the approval of the Chairman of the Committee on School Management.

(13) Resident pupils in attendance at any school before the summer holidays shall have a preferential claim to enrolment after the holidays, only if they either attend on the day of opening after the holidays or send to the Principal some adequate explanation of their absence.

(14) During the first two days of the term after the mid-summer holidays applicants for admission from the prescribed district of each school shall have precedence over those from

more distant parts of the city, and on the third and subsequent days more distant applicants may be admitted, all disputed cases being reserved for decision by the Chairman of the Committee on School Management.

(15) The appointment of teachers to the Collegiate Institutes, Technical School and High School of Commerce, and their salaries shall be governed by the sections hereinafter set out relating to the Public Schools as far as the same are applicable, and the following By-laws especially, namely, numbers 90, 91, 92, 97, 99, 100, 102, 104, 105, 110, 112, 113, 114, 115, 116, 117, 118 and 119, shall be construed and read as if sub-sections hereto.

(16) All the teachers of all the schools under the control of the Board shall constitute one teaching staff, any member of which may at any time be transferred from one school to another by the Board.

PUBLIC SCHOOLS.

BOARD OF INSPECTORS.

87.—(1) The Board of Inspectors for the Public Schools shall consist of the Chief Inspector and the Inspector for each and every district into which the city now is, or may be subsequently divided.

(2) Regular meetings of the Board of Inspectors shall be held at 2 o'clock every Friday afternoon preceding the regular meetings of the Management Committee. At these meetings the Chief Inspector shall preside, or in his unavoidable absence, the Inspector longest in the employ of the Board of Education who is present. Special meetings may be called when considered necessary by the Chief Inspector.

(3) Regular and correct records of the proceedings of these meetings shall be kept, which pending presentation, as hereinafter directed shall be considered confidential by each Inspector and attending Official.

(4) The Board of Inspectors shall consider all promotions, transfers, appointments and reappointments of teachers and recommend to the Management Committee the results of its

deliberations and it shall be bound to consider at all times the general welfare of all the schools throughout the city.

(5) The members of this Board shall be jointly and severally responsible as members of a confidential advisory body of the Board of Education, for the efficiency of the Staff and the proper carrying out of all Departmental Regulations relating to inspection work.

(6) This Board shall consider all matters referred to it by the Board of Education or any Committee thereof and report promptly regarding the same.

(7) Shall have power to arrange in detail the course of study for the various forms and grades of the Public Schools of the City, in accordance with the Regulations of the Department of Education relating thereto.

88. The Chief Inspector shall—

(1) By and with the assistance of the Inspectors of the districts into which the City now is or may subsequently be divided, perform the duties of Inspector as prescribed by the Departmental Regulations and those prescribed by the Board of Education approved by the Department of Education.

(2) Prepare all reports regular and special required by the Board of Education, or any Committee thereof emanating from the Board of Inspectors.

(3) Receive all reports required by the Education Department, from the Inspectors, and shall be held responsible for the delivery of the same to the Department.

(4) Direct all examinations required by the Education Department or by the Board of Education, subject to the Regulations.

(5) Attend all meetings of the Board of Education, the Management Committee and any Committee to which he may be summoned.

(6) Spend from two to five in the afternoon of all school days and from 9 to 12 a.m. on Saturday in his office, and every forenoon of school days, as far as possible, in visiting the schools.

(7) Shall, on or before the 1st day of May and November in each and every year, on the approval of the Board of In-

spectors make a confidential report to the Management Committee giving the names of those teachers who should not be re-engaged by the Board for the following year.

89. Each Inspector shall—

(1) In accordance with the regulations of the Department and the Board of Education, inspect all day and night schools in the district allotted to him; prepare all special and regular reports required by the Chief Inspector and in every way direct the work in his district so that the best results for the pupils may be produced.

(2) So arrange his time in the performance of his various duties that the time he is actually present in the schools and engaged in the work of inspection shall be not less than the minimum time required by the Regulations of the Department of Education.

TEACHERS.

APPOINTMENT AND SALARIES.

90. No teacher shall be appointed to the staff without a medical certificate upon the form approved and adopted by the Board.

91. No male teacher over thirty-five years of age, and no female over thirty years of age shall be appointed to the staff.

92. All teachers, supervisors and inspectors now on the regular staff or hereafter to be appointed to the regular staff shall make a statutory declaration of age on a form to be prepared by the Board's Solicitor.

93. All teachers shall be appointed on probation for six months.

94. A teacher who has not been duly recommended for appointment to the permanent staff at or before the end of the six months' period of probation shall thereupon cease to be a member of the staff unless an extension of the period of probation has been granted.

95. All male assistants appointed to the staff, and all principals hereinafter appointed, must hold first-class certificates.

96. That all promotions to principalships be made from the members of the staff who have served for a period of at least three years, and that such promotions be based on merit, that merit be meant to comprise scholarship, ability, personality and physical condition.

97. Each teacher in the employ of the Board shall, on appointment, sign an agreement provided by the Board, and such agreement shall continue in force from year to year, except as otherwise provided by these By-laws.

98. No teacher shall be absent from school without permission from the Board, the Chairman thereof, the Chief Inspector, or the Inspector of the District, except on account of personal illness, and when this cause arises the same must be reported as soon as possible to the Principal, who shall immediately report such cause and absence to the Chief Inspector.

99. Teachers shall, subject to the By-laws of the Board, receive for their services such salary or remuneration as may from time to time be determined by the Board.

100. Any teacher absent from school, except on account of personal illness duly certified, or on account of the death of the mother, father, sister, brother, wife, child of such teacher, or a relative with whom the teacher may at the time be permanently residing, shall not be paid for the time of absence, and no teacher shall receive salary for a period exceeding twenty teaching days in each year for absence caused by personal illness, or for more than three days on account of death in the family as herein stated.

101. Principals or assistant teachers who are absent for any cause shall report when they expect to return to duty, Principals to the Chief Inspector, and teachers to the principals. Any principal or teacher failing to do so, and thereby causing the occasional teacher to go to the school unnecessarily shall be responsible for the salary of the occasional teacher for an additional half day.

102. Teachers shall be paid their salaries in ten equal instalments as follows: on or about the fifth day of February,

March, April, May, June, October, November and December, and also at the close of the school terms in June and December, less deductions for contribution to the Superannuation Fund as provided for by the Regulations relating thereto.

103. Teachers shall not receive payment from, or on account of any pupil attending the Public Schools, except from the Board.

104. All teachers shall be released from their agreements with the Board by giving one months' written notice, ending June 30th and December 31st only each year, and the Board may dispense with the services of any principal or teacher upon giving him or her four weeks' notice in writing ending in the last day of any calendar month.

105. The Board shall have power at any time to suspend or dismiss any teacher for violation of the By-laws of the Board, or for incompetence or misconduct.

106. Teachers absent on the re-opening of school after any vacation, shall not resume duty until officially authorized to do so by the Chief Inspector, who shall report every such case to the Management Committee at its next meeting showing cause of such absence.

107. All Principals and assistant teachers shall be on duty in their respective rooms not later than 8.45 a.m., and 1.20 p.m.

108. Schools containing from eleven to sixteen rooms, exclusive of Fifth Forms and Commercial classes shall be entitled to one male assistant. Schools containing from seventeen to twenty-two rooms, exclusive of Fifth Forms and Commercial classes shall be entitled to two male assistants. Schools containing from twenty-three to twenty-eight rooms exclusive of Fifth Forms and Commercial classes shall be entitled to three male assistants. Schools of twenty-nine rooms and over, exclusive of Fifth Forms and Commercial classes shall be entitled to four male assistants. All classes, of assistant teachers, consisting of girls only shall be taught by female teachers. In schools where the sexes are segregated, male teachers shall be placed in charge of all classes of boys from Senior Third class up. Such male assistants shall be appointed when properly qualified teachers are available, and

as the conditions in each school and the general circumstances warrant.

109. In the case of vacancies occurring hereafter none but male teachers shall be appointed in grades higher than the Junior Fourth Book Class.

110. Teachers commencing duty on or before the opening day in September, or who may be appointed and assigned at the first meeting of the Board in September, shall rank as second year teachers on the last day of January following: all appointed subsequent to this first meeting of the Board shall rank as second year teachers one year from the 1st of January following.

111. In the case of teachers at present engaged in schools outside of Toronto who have sufficient qualifications and experience and strong recommendations, appointments may be made without the necessity of serving on the staff of occasional teachers, the preference being given to those whose homes are in Toronto.

LEAVE OF ABSENCE.

112. Any teacher who has been in the employ of the Board for three years consecutively shall be entitled to six months' leave of absence, said leave of absence to commence on the first day of January or July, but no leave of absence less than six months shall be granted hereunder.

113. Any teacher who has been in the employ of the Board for six years shall be entitled to six months or one year's leave of absence, to commence on the first day of January or July.

114. On the expiration of the aforesaid leave of absence if on account of ill health or for attendance at a school or college to improve professional standing, as provided in two preceding By-laws, the teacher shall resume duty, retaining his or her standing as regards salary, but shall not be entitled to any salary during such absence.

115. Any teacher applying for the aforesaid leave of absence must give at least one month's notice in writing to the Secretary, prior to July 1st, and January 1st.

116. Any teacher obtaining six months' leave of absence shall not resume duty during such period, but any teacher obtaining one year's leave of absence may return at the end of six months upon giving one month's notice in writing to the Secretary, and shall be entitled to receive salary only when assigned to a class by the Board.

117. Any teacher obtaining such leave of absence may at the conclusion thereof be assigned to any school or class at the discretion of the Board.

118. Any teacher returning to work after leave of absence on account of illness must present a certificate from a duly qualified medical practitioner, of physical fitness for continued service.

119. Any teacher absent from duty for at least one year, and who at the expiration of such absence fails to return for service or be granted further leave of absence on application for same, shall cease to be a member of the staff and shall have no claim whatever for assignment or re-appointment on account of past services rendered.

DUTIES OF PRINCIPALS.

120. Each Principal shall—

(1) Direct assistants in all matters pertaining to their departments. L

(2) Organize the school over which he presides in all its departments.

(3) See that the assistant teachers observe the Regulations and By-laws of the Board, and perform faithfully the duties assigned to them.

(4) Examine every class under his charge at least once in each year, and spend at least half of the time not engaged in teaching in his own class, in the classrooms of his teachers.

(5) Exercise strict supervision over the work and discipline of the various classes in his school.

(6) Endeavor to secure the co-operation of his assistants, and seek to inspire them with an ambition to excel in their profession.

(7) See that his school is opened and closed strictly according to city time, and that the school bell, when provided,

is rung precisely at fifteen minutes before the specified time for beginning school in the morning and afternoon, and at the commencement and close of the recesses, and at the time for closing school in the forenoon and afternoon, and see that no pupil is deprived of the regular recess period.

(8) Require the pupils to leave the school building immediately after the close of school; and, if the caretaker is not present and in charge, see that the doors of the schoolhouse are locked, and the windows closed and fastened each day at the close of school.

(9) When games are played in the school yards the Principal or a teacher appointed by him shall remain in charge of the yard, and he shall have full authority to prevent disorder or the destruction of school property.

(10) Be responsible for the preservation and care of the schoolhouse, furniture, apparatus, yards, and appurtenances, and for maintaining them in clean, neat and proper condition.

(11) Dismiss any class if the temperature in the room is not above 55 degrees Fahrenheit before 9.30 a.m. Should the temperature fall below 55 degrees Fahrenheit, temporarily during the day, the pupils shall be exercised, and not allowed to remain continuously seated at their desks.

(12) Notify the Superintendent of Buildings promptly in all cases of difficulty in raising the temperature to the degree required by the Board.

(13) Keep the general register supplied by the Board of Education, properly posted or written up.

(14) Report promptly to the Superintendent of Buildings the absence or neglect of duty of any caretaker. Transmit from time to time a list of all repairs which may be required, and furnish on the prescribed form to the Supply Department a list of supplies needed from time to time.

(15) Make reports to the Board at the close of each month on the forms prescribed by the Board of Education, and give such other information as may be required by the Board, the Committees thereof, the Chief Inspector, or the Inspector of the District.

(16) Shall report immediately, in writing, to the Secretary-Treasurer of the Board, all accidents which may occur to teachers, pupils, etc., in his school or school grounds.

(17) Keep necessary correspondence and reports on file in binders supplied by the Board.

(18) Make an annual report to the Board on or before the 24th day of December in each year, according to and upon the forms prescribed by the Education Department.

(19) Telephone to the District Inspector in case any teacher is not present at 8.55 a.m., and send for a local occasional teacher at 1.30 p.m., when necessary, and report to the Chief Inspector.

(20) See that no person is admitted to the school on business to promote the sale of any map, globe, book, apparatus, supplies, or other article or material.

(21) Allow no use to be made of the school building or premises, except as authorized by the Superintendent of the Building Department or by the Board.

(22) See that the Regulations of the Department of Education respecting text books and courses are observed throughout the school.

(23) Have the power to suspend pupils or readmit them, reporting monthly to the Chief Inspector the number of such suspensions in his school, with the reasons therefor.

(24) Approve of all music and selections to be given upon closing days or other public occasions.

(25) Conduct fire drills at least twice a month, when the weather is suitable, in conformity with the following regulations, and make a monthly report of the same to the Chief Inspector.

(a) Fire drill should not be held at regular periods.

(b) There should be a special signal given with the gong or bell, which signal should be used for fire drill only.

(c) Teachers should dismiss pupils immediately, upon hearing the signal, and always in the same way.

(d) Pupils should be urged to walk quickly, keeping in line, and be prevented from crowding.

(e) Pupils should not be allowed time to put on clothing.

- (f) Teachers and large pupils should be stationed at the foot of stairways, and in other important positions, to assist any who may fall, and should be specially trained in taking these positions with great promptness.
- (g) Pupils should be confined to one means of exit occasionally, so as to be prepared for the contingency of having other exits cut off by fire.
- (h) Pupils occasionally should be halted in the midst of a fire drill, so as to train them to stop instantaneously in case of an emergency.
- (i) The object of the fire drills being to prevent a panic in case of fire, it is desirable, occasionally, to cause a smoke by some means in the halls before giving the signal. No risk of fire should be run in causing this smoke.

(26) Call his teachers together at least once a month, by grades or otherwise after 4 p.m., to consider matters relating to the teaching, management and discipline of the school; and keep a record, showing the names of the teachers present, and the business transacted, if any, in a minute book provided by the Board, the duration of such meeting not to exceed one hour in each case.

(27) Prepare a requisition on the Supply Department at the close of each term, on the form provided by the Board showing the text books and supplies required for use in the school during the next term.

(28) Keep an account book as to the condition of free text books, in accordance with form provided by Supply Department.

(29) See that the free text books are properly covered and labelled.

(30) Locate all classes below Junior Third grade on lower floors of the school building if possible; conduct Principal's class on same floor on which Principal's office is located.

(31) When numbers permit and conditions warrant, he may segregate the sexes in the higher grades only.

(32) Act in hearty co-operation with the members of the Medical Inspection staff in carrying out the Regulations.

(33) Co-operate with the Medical Officer and his assist-

ants in guarding the physical welfare of the pupils, pointing out cases requiring special attention.

(34) Require every pupil to submit to such examination as the Medical Officer or Nurse or the Dental Officer is empowered to make under the Regulations.

(35) Exclude from school any pupil who has been reported to him by the Medical Officer or the Nurse, as having symptoms of small-pox, scarlet fever, diphtheria, measles, chicken-pox, mumps, whooping cough, or other communicable disease, or whose dental conditions are reported as being a menace to the health of the other pupils:—

(a) Act on his own judgment in other special cases and immediately notify the Medical Officer of such action.

(b) The pupil so excluded shall not return to school until he presents to the Principal a certificate in writing signed by the Medical Officer of Health or other qualified medical practitioner that all danger from exposure to contact with such pupil is past; and the pupil so excluded shall not be re-admitted, until, in the judgment of the Medical Officer, he may be re-admitted without danger to other pupils.

(36) Send a pupil home immediately who is discovered with pediculosis or with skin disease such as scabies or ring-worm who has been reported by the Medical Officer as a danger to the other pupils; and the pupil so excluded shall not be re-admitted until, in the judgment of the Medical Officer he may be without danger to other pupils.

(37) See that each child who has been absent from school for two or more days because of personal illness, or on account of illness in the home, is inspected by the Medical Officer, or by the Nurse to be confirmed, in any cases of suspicion, by the Medical Officer, before being re-admitted to the class.

(38) See that any pupil who may be excluded from school as a "suspect" case shall not lose his certificate because of such absence until after forty-eight hours, to allow the Medical Officer to diagnose the case.

(39) See that the seat of a child absent from school remains vacant unless he has satisfied himself that the child is

not absent on account of a communicable disease or because of having been in contact with one; or until the desk and seat have been disinfected.

(40) See that the Regulations of the Board of Education regarding the sending of notices of absence to parents or guardians is observed carefully.

(41) Report to the Medical Officer the case of anyone employed in the schools by the Board of Education whose physical condition is, in his opinion, a menace to the welfare of the children of the school or who has been reported to him as such.

DUTIES OF TEACHERS.

121. All teachers shall—

(1) Devote themselves exclusively to their work during school hours.

(2) One teacher shall remain in each school during the noon hour. Teachers including principals and principals' assistants shall take turns in performing this duty.

(3) Refrain from employing their time after school hours in any manner which will interfere with the efficient performance of their duties.

(4) Avail themselves of all possible means for improvement in their work. Attend such meetings as may be called by the Chief Inspector or by a local Inspector in his own district, such meetings not to exceed an hour in duration.

(5) Enter the exact time of their arrival at school in a book kept for that purpose. Any teacher late twice or oftener in any one month, or more than nine times in any year, shall be reported to the Management Committee by the Chief Inspector, and summoned before the said Committee when in the opinion of the Chief Inspector the case is sufficiently serious to require such a course.

(6) Pay strict attention to the morals, language, cleanliness, habits, and manners of the pupils.

(7) Have a watchful care over the conduct and habits of the pupils while at play, both in the school buildings and on the play-ground.

(8) Assist in conducting examinations under the regulations of the Board of Education.

(9) Attend to the physical training and comfort of the pupils under their care. Pay special attention to the ventilation and temperature of the school rooms, and endeavor to see that the temperature shall not fall below 60 nor rise above 68 degrees Fahrenheit.

(10) Have the temperature, as indicated by a thermometer, recorded on the black-board, and in a book kept for that purpose, at 9.00 and 9.15 a.m., and at such other times as the temperature may vary from the standard set in Section 9.

(11) Prepare all necessary records, returns and reports and do all work in registers at times other than during school hours, entering the daily record excepted.

(12) Practise such discipline in the schools as would be exercised by a kind and judicious parent; and avoid corporal punishment in all cases where good discipline can be maintained by milder measures.

(13) Avoid such methods of punishing as shaking, pulling the ear, slapping with the hand, striking with a pointer or hitting a pupil without warning.

(14) Administer punishment, when necessary, with the strap supplied by the Board, on the hands only, except in case of opposition by the pupil, when the pupil shall be referred to the Principal for suspension.

(15) Record all cases of corporal punishment in a book supplied to the principal for that purpose; provided that when a principal administers punishment to the pupil of an assistant without the consent of such assistant, he shall make a separate report thereof.

(16) Refrain from the discussion in the schools of questions purely political or ecclesiastical.

(17) See that no collection be taken up, or subscriptions solicited for any purpose; or notices of shows, exhibitions, or lectures given, or announcements made, not related to the work of the schools, except such as may be authorized by the Board.

(18) Decline to receive presents from or through the pupils, unless presented upon leaving school.

(19) Give no medals or other prizes to the pupils under their charge.

(20) Conduct the daily exercises of each school in accordance with the programme for studies and the time table prescribed.

(21) Observe and enforce the By-laws of the Board.

(22) Send to parents monthly reports on the forms prescribed by the Board.

(23) Read the more essential sections of the By-laws, relating to pupils, on the morning of the first school day in each term.

(24) Assign to the pupils of the Junior Third and higher grades only, such home lessons as may be deemed expedient, subject to the following provisions:

(a) The home work shall not be of a type different from work already explained and practised in school.

(b) It shall not involve a tedious or trying test in any subject.

(c) It shall not be of such a character that the progress of the pupils who omit it will be hindered in the regular work of their grade.

(d) As far as possible it shall be based on the interest of the class.

(e) It shall not be so extensive as to absorb the time of the average pupil more than twenty minutes in Third Form, thirty minutes in Fourth Form, and forty minutes in Fifth Form.

(25) To report promptly to the Principal of the School any cases which may come under his or her notice of persons employed in the schools by the Board of Education whose physical condition is in his or her opinion, a menace to the welfare of the children of the school.

PUPILS.

CONDITIONS OF ADMISSION.

122. Each applicant for admission shall—

(1) Be a bona fide resident of Toronto or of a school section having special arrangement with the Board for admission of such applicant and not the child of a separate school supporter.

(2) Be accompanied by his or her parent or guardian or person *in loco parentis* who shall not be a separate school supporter, and who shall give to the principal a signed certificate of age on the form prescribed by the Board.

(3) Apply for admission before nine a.m.

(4) Have attained the age of five (5) years.

(5) Such accompanying parent, or guardian or person *in loco parentis* must be a bona fide resident of Toronto or of a school section having special agreement with the Board for admission of such applicant.

CONDITIONS OF ATTENDANCE.

123. All pupils shall—

(1) Come to school neat and clean in person and apparel, or be liable to be sent home by the principal to receive proper attention.

(2) Form in line in the yard at five minutes before the time for opening school, when the weather is favorable. At 9.00 a.m., and at 1.30 p.m., after assembling for roll call, the doors of the class-rooms shall be closed. The outside doors shall not be locked against pupils who may arrive late.

(3) Be allowed to enter their rooms at 8.45 a.m., during wet or stormy weather, and outside doors must not be shut against them after 8.30 a.m., in damp or cold weather. Caretakers shall take charge of the pupils in rooms set apart for that purpose until the arrival of the principal.

(4) Be registered "Late" if not in the proper class-room at 9 a.m. or at 1.30 p.m. Pupils must not be sent home for a note explaining lateness at the time the lateness occurs.

(5) Attend until the regular time for dismissal, except in case of sickness or some pressing emergency, when the principal's consent to leave school must first be obtained. Pupils shall not be absent from school for the purpose of taking lessons elsewhere.

(6) Be dismissed at 12 o'clock noon, and at 4 o'clock in the afternoon, provided that pupils who have given satisfaction to the teacher during the day may be dismissed at 3.30 p.m.

(7) Remain away from School whenever a case of small-pox, scarlet fever, diphtheria, whooping cough, chicken-pox,

measles, mumps, or other contagious disease exists in the house or household in which they reside, and in the case of smallpox, scarlet fever, or diphtheria, to obtain from the Medical Health Officer a certificate, that infection no longer exists in such house, and that the sick person, house, clothing and other effects have been disinfected to his satisfaction. In doubtful cases the Principal shall have power to send pupils home, there to remain until the nature of the disease has become clearly manifest.

(8) Attend the examinations conducted under the authority of the Board. Pupils absent from examinations without permission shall not be re-admitted without an explanation, satisfactory to the principal.

(9) Attend the school in the district in which they reside, unless special permission be granted to attend elsewhere by the Board. In case of change of residence the current school year may be completed without transfer to another school provided accommodation is adequate.

(10) When a change of residence occurs within the city limits the pupil must be transferred to the new location for school purposes at the end of the current school year, if the transfer cannot be satisfactorily made at the time of removal.

DUTIES OF PUPILS.

124. All pupils shall—

- (1) Obey their teachers.
- (2) Conform to the By-laws of the Board.
- (3) Be attentive, quiet and orderly in school.
- (4) Be respectful to their teachers and all persons in authority, and kind and obliging to each other.
- (5) Promote, as far as possible, the comfort and improvement of others.
- (6) Speak the truth on all occasions.
- (7) Refrain from playing games prohibited by the principal.
- (8) Refrain from indelicate or profane language, from mocking or nick-naming their school-fellows or others; from chewing or spitting in school, and from other improper conduct and practices.

(9) Prepare such home lessons as may from time to time be assigned by the teachers under the Regulations of the Board.

DISCIPLINE.

125.—(1) Pupils may be suspended for a first offence under sub-sections (e), (1), (m) and (n) hereof. In all other cases parents or guardians shall be notified on the prescribed form concerning the misconduct complained of before suspension, and subject to above, pupils may be suspended for any of the following reasons:

- (a) Truancy.
- (b) Absence for six half days in four consecutive weeks, without an excuse satisfactory to the principal, showing that such absence was caused by sickness of the pupil, sickness in the family, or that urgent reasons existed therefor.
- (c) Lateness, repeated after three notifications to the parent or guardian in one session.
- (d) Absence from or leaving school without permission.
- (e) Opposition to authority.
- (f) Repetition of any offence after notice.
- (g) Habitual neglect of duty.
- (h) Using profane, obscene, or other improper language.
- (i) General bad conduct and bad example, to the injury of the other pupils.
- (j) Writing any obscene or improper words on the fences, outbuildings, or any part of the school premises; or writing notes containing obscene or improper words.
- (k) Bad conduct on the way to or from school; or upon the school premises.
- (l) Throwing stones or other dangerous missiles while under school control.
- (m) Bringing tobacco, matches, firearms, fireworks, or any explosives to school or having them in their possession upon school premises.
- (n) Destroying or injuring school property, and such suspension may be continued until their parents or

guardians repair or make good the damage or injury.
(See regulation, Department of Education.)

(2) Pupils suspended may be re-admitted by the Principal, but such suspended pupils shall be re-admitted only on the personal application of the parent or guardian to the Principal. Pupils who have been suspended for misconduct shall not receive medals, prizes or honor certificates.

(3) Any pupil adjudged so refractory by the Board that his presence in the school is considered injurious to the other pupils, or who has been convicted of an indictable offence by any court in Ontario, may be expelled from school.

RECESSES.

126.—(1) There shall be a recess of 15 minutes during the morning session, from 10.45 to 11 o'clock.

(2) There shall be a recess of 15 minutes during the afternoon session, from 2.25 to 2.40 o'clock.

(3) Principals shall have authority to allow certain pupils to remain in the school building during recess, for special reasons.

(4) On days considered too inclement by the Principal, the pupils shall not be required to go out at recess.

(5) Indoor recesses should be arranged by the Principal and staff according to the conveniences and conditions of the school.

The following rules are suggestions for indoor recesses:—

- (a) Pupils who wish to leave the room may be allowed to do so.
- (b) Pupils should return to their rooms as soon as possible.
- (c) Pupils remaining in the room shall not be allowed to leave their seats without permission from the teacher.
- (d) Pupils remaining in may march or take exercise under the direction of the teacher.

CERTIFICATES TO PUPILS.

127.—(1) Certificates of honor or medals shall be awarded at the closing of the schools in June to pupils who have not

been once absent or late during the preceding school year, and whose conduct and diligence has been uniformly satisfactory; but pupils whose absence has been occasioned by personal sickness of not more than six weeks duration, certified in writing by their parents or guardians, or whose absence has been occasioned by some contagious disease in their homes, or any absence for dental treatment duly certified by the dentist employed shall not by reason thereof forfeit their certificates.

(2) Bronze medals shall be awarded to pupils who shall have received four such honor certificates.

(3) Silver medals shall be awarded to pupils who shall have received eight such honor certificates, or who have passed from the Senior Fourth Book class in less than eight years, provided they have taken their whole school course in Toronto Public Schools and have received honor certificates during each year of their course.

(4) Each pupil will be allowed during each year to attend one picnic of the Sunday School to which he may belong, and to assist for two days in moving, without forfeiting his claim to a certificate on account of absence occasioned thereby.

(5) A pupil may be absent three days on account of the death of a member of the family without loss of certificate.

(6) No child shall lose his honor certificate on account of absence from school on religious holidays recognized by the church to which said child's parents belong.

CARETAKERS.

APPOINTMENTS AND SALARIES.

128. No person shall be appointed caretaker of a school building unless he shall—

(1) Before entering upon the performances of his duties execute a written agreement with the Board for the due discharge thereof, said agreement to be prepared by the Solicitor under instructions of the Board.

(2) Be under the authority of the Superintendent of Buildings and the direction of the Principal.

(3) Hold Provincial certificates for Stationary Engineer and be not over forty-five years of age.

(4) Have sufficient mechanical skill to make ordinary repairs and provide so far as practicable against damage to any part of the school property.

(5) Produce and file with the Secretary of the Board a certificate of qualification approved by the Superintendent of Buildings and the Property Committee.

(6) Produce and file with the Secretary of the Board a duly qualified physician's certificate that he and each member of his family has been vaccinated.

(7) Subject to the By-laws of the Board, receive for their services such salary or remuneration as may from time to time be determined by the Board.

(8) Refrain from smoking on the school premises during school hours and in the school buildings at all times and have reasonable regard for neatness and personal appearance while on duty.

9. No woman shall be appointed to the position of caretaker.

DUTIES OF CARETAKER.

129. Each caretaker shall—

(1) At all times keep the grounds, buildings and furniture and heating apparatus in a neat, clean and proper condition.

(2) Have the school rooms heated to 60 degrees Fahrenheit by 8.45 a.m., and see that an even temperature is maintained in all schools heated by steam or furnaces and where stoves are in use.

(3) In cold or inclement weather open the doors to pupils arriving after 8.30 a.m., and remain in charge of the school until the arrival of the principal, admitting the children to rooms or halls set apart for them.

(4) Report to the Principal at 9 a.m. and 4 p.m., and sign a form kept for the purpose.

(5) Take charge of the school at 4 p.m., lock the outside doors, and, except under special circumstances, allow no pupils to re-enter after that hour, unless accompanied by a teacher.

(6) Keep the gates of grounds open from 8 a.m. until sunset each day and have supervision of grounds in the absence of the Principal or Assistant.

(7) Sweep all floors above the basement in rooms and halls and all stairs and entrance steps, every day after 4 p.m., and dust window ledges, chalk troughs, mouldings, seats, desks or other furniture in all school rooms and halls every day before 8.30 a.m., and wipe down all ceilings, cornices, etc., once a month.

(8) Fill all inkwells once a week, and wash them out once a month, or oftener, if required or directed, and remove ink stains with oxalic acid when necessary.

(9) Scrub all floors, wash all windows, woodwork, desks and seats of the school, at least four times a year, viz.: during the Christmas, Easter and mid-summer holidays, and near the end of October. Scrub all halls and stairs once every month. Oil hardwood floors after each scrubbing and the desks during the Christmas and mid-summer holidays. During the mid-summer vacation the scrubbing and oiling must be done after the completion of the repairs, whitewashing, kalsomining, stove cleaning, etc., but stairs are to be oiled only during the mid-summer vacation.

(10) Wash off the floors of Kindergarten class room and Household Science room once each week; also wash the floors of the Medical Inspection and Dental Rooms with an anti-septic solution at least once a week.

(11) Wash the desk and seat of a pupil excluded from school on account of having a communicable disease, using soap and water with the addition of an antiseptic which may be obtained from the nurse.

(12) Wrap, tie, label and put aside, the property of any pupil excluded from school suffering from a communicable disease when requested by the Principal.

(13) Sweep out the basement and the closets and dust the closet seats every day; wash off urinals and urinal floors four times a day, viz.: After the morning recess, at noon, after the afternoon recess and at 4 p.m.; and oil slate urinal floors once each week. Wash out the closets every Saturday.

(14) Keep the yards and sheds at all times entirely free of any waste material, such as paper, etc., and sweep them at least once a week.

(15) Shovel snow from the school sheds, closets, steps and necessary passages or spaces for the lining up of pupils, and from the sidewalks on all street frontages of the school premises.

(16) Carry any messages, during school hours, upon school business, which cannot be delivered in the required time by mail, when called upon for that purpose by the Principal, except caretakers in charge of schools heated by steam or by furnaces, who shall be exempt from the above during such time as the heating apparatus requires attention.

(17) Keep class room and basement windows open after school hours and on Saturdays whenever the weather is suitable.

(18) Shut off main water supply each night.

(19) Take special care for protection of school property during vacation and on days when school is not in session, and take extra precaution during severe cold weather to prevent freezing up of steam pipes and water pipes.

(20) Under no circumstances leave the work in charge of a substitute without permission from the Superintendent of Buildings, the Chairman of the Property Committee or the Chairman of the Board.

(21) During school session yield a ready obedience to the requests and directions of the Principal of the School.

(22) Keep all modes of egress unlocked during school hours.

(23) Allow no dogs on school premises.

(24) Reside within reasonable distance of the school building.

(25) Take care of all flags used in the school and display same under the direction of the Principal in accordance with the regulations of the Board.

(26) Caretakers of schools of eight or more rooms shall:

(a) Do all the ordinary repairs in and about the school, such as replacing broken panes of glass, fastening loose seats or desks, keeping window blinds, etc., in order, and other reasonable repairs as may be directed by the Superintendent of Buildings.

- (b) Remain on duty at their respective schools during school hours, unless excused by the Property Committee, the Chairman thereof, the Superintendent of Buildings or the Principal of the School.

(27) Any caretaker found incompetent in the discharge of his duty or guilty of misconduct shall be subject to immediate suspension by the Superintendent of Buildings, upon the approval of the Chairman of the Property Committee; such suspension to be reported to the Property Committee for action at its next meeting.

LEAVE OF ABSENCE.

130. Each caretaker shall be allowed two weeks' leave of absence during the mid-summer vacation in each year, to be taken at such time as may be designated by the Superintendent of Buildings, and approved by the Chairman of the Property Committee.

131. In case of the absence of any caretaker for a period not longer than one month in any one year through sickness, duly certified by a qualified physician, a temporary caretaker will be supplied by and at the expense of the Board, but such temporary caretaker shall be given the same assistance by the regular caretaker or at his expense as he requires in the daily care of the school.

AMENDMENTS TO BY-LAWS, ETC.

132. No amendment, alteration or addition to any By-law or Regulation of the Board herein contained shall be made unless due notice thereof in writing, setting forth the proposed amendment, alteration or addition, shall have been given at a meeting previous to that at which the same comes up for discussion, and two-thirds of the members present concur therein, except in reference to section 4 and 5 of By-laws referring to inaugural meetings requiring merely a majority of the Board present to amend subject to notice having been given at a previous meeting.

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Toronto. Board of Education
1917

BY-LAWS

of the

BOARD OF EDUCATION

for the

CITY OF TORONTO

Adopted April 26th, 1917

355093
20. 9. 38.

BY-LAW COMMITTEE

BOARD OF EDUCATION

for the

CITY OF TORONTO

1917

Caroline Brown, M.D.

C. A. B. Brown

Wm. Dineen

F. B. Edmunds

W. W. Hodgson

Wm. Houston, M.A.

G. J. Steele, D.D.S.

W. O. McTaggart, B. A. (Chairman).

Miles Vokes, Chairman of the Board.

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